

Accounting Standards for BGS Engineering Costs

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The implementation of a time tracking method has begun for the engineering staff at Buildings and General Services.

- Internally, Project Managers (Engineers and Architects) are tracking their work daily on a spreadsheet and reported weekly to the Directors and Operations Chief.
  - Hours worked are broken down by Capital Projects, other Projects - Major Maintenance, and Administrative duties (email, phone, etc.)
  - We implemented this “simple system” after a meeting with Jim Reardon.

We will be able to provide more details as we continue to collect time reports.

I have met with Brad Ferland, from the Finance Department, to discuss how to utilize VISION, the system currently being used for regular time reporting. Many steps are still needed and being undertaken to decide how to coordinate successfully within VISION.

- The next big step is to define the different criteria we need to track and assign proper coding. Aligning proper project coding with accounting codes will allow the flow through of information and give us the ability to track hours worked on each project. This will enable BGS to determine total project costs.
- Continued work is planned with the Finance Department to further develop multiple reporting opportunities. A meeting is scheduled later this month to continue refining our process.